

SUBJECT: Military Correspondence

TO: All CAI Units

FOR W.O. DOROTHY BOCK
MILW. INDUST. SQ.PLS. Note contents
C.A. Schmidt
Supply 10/25/45

1. All official correspondence in connection with Civil Air Patrol activities must be written in accordance with the principles and mechanics of military correspondence. These principles and mechanics will be described and illustrated below. Close adherence to these principles will do much to eliminate misunderstandings and to assist in the speedy and proper execution of written instructions and orders.

2. Official correspondence should be courteous, clear and concise. Care should be given to conform to the rules of good grammar and composition. Remarks of a personal nature should be omitted.

3. Promptness in answering is a necessity and a courtesy. Official communications should be answered within twenty-four hours of receipt. If there is to be a delay in answering, the communication should be acknowledged and the cause of delay explained.

4. An official communication will refer to one subject only.

5. PAPER SIZE: Official correspondence shall be written on paper 8 x 10-1/2 inches. One side only of the paper will be used.

6. MARGINS: Unused margins on each sheet shall not be less than the following widths:

Top margin, first page	1 inch
Top margin, 2nd and succeeding pages	1-1/4 inch
Left margin	1-1/4 inch
Right margin	3/4 inch
Bottom margin	1 inch (excluding page number)

7. SPACING: When typewritten, the body of a communication will ordinarily be single spaced with a double space between numbered paragraphs.

8. HEADING: Nothing but the heading will be written in the upper third of the first sheet of each letter. This consists of the following;

- a. Designation of the headquarters
- b. Address
- c. Date
- d. Subject
- e. To whom sent

TRAINING 32-9 Military Correspondence

EXAMPLE:

HEADQUARTERS NEW YORK WING
Civil Air Patrol
1108 Rand Building
Buffalo 3, N.Y.

20 July 1944

SUBJECT: Military Correspondence

TO: Commanding Officer, Missouri Wing, Civil Air Patrol,
c/o Adjutant General's Office, State Office Building
Jefferson City, Missouri

ATTENTION: Wing Training Officer

9. BODY: The body begins just below the upper 3rd of the 1st sheet. If a letter has several paragraphs, they will be numbered consecutively with arabic numerals. If sub-paragraphs are required, they will be designated alphabetically within the main paragraph. The pages of a communication will be numbered consecutively midway, 1/2-inch from the bottom of the sheet.

10. SIGNATURE:

a. The signature will ordinarily consist of the first name middle initial and last name. Signatures will be made with pen and ink, or when necessary, with indelible pencil. Name signatures will be followed by the typewritten name, identical with the signature, followed by the grade and CAP, and the duty assignment.

b. Except as otherwise prescribed, a commander may require a suitable officer subordinate to himself to sign certain communications for him. When he does so, however, he is as fully responsible for a communication signed as though he, himself, had signed it.

c. When a subordinate signs a communication for a commander, one of the following forms will be used:

(1) If to higher commander:

"For the Wing Commander:

John Doe (signed)
JOHN DOE (typewritten)
Capt., CAP
Adjutant"

(2) if to a subordinate:

"By order of Wing Commander WELCH:

John Doe (signed)
JOHN DOE (typewritten)
Capt., CAP
Adjutant"

11. A military letter is answered by an "indorsement" which is made part of the letter. Several indorsements may be required to answer one letter. The first indorsement will begin about 1/2-inch below the lowest element on the last page of the original communication or at the top of the succeeding page. Successive indorsements will be numbered serially midway in the sheet with about 1/2-inch between them if they are on the same page. Margin and spacing requirements are the same as for the letter.

12. REFERENCE FORMS:

a. Reference to general orders, bulletins, circulars, or other similar documents ordinarily will include the following:

- (1) Paragraph number, if any
- (2) Section number, if any
- (3) Title of series, e.g., "General Orders," "Training Directive," etc.
- (4) Number in series
- (5) Source
- (6) Year of issue
- (7) Indication of subject matter referred to when such is not clearly indicated in context.
- (8) Example: "Reference paragraph 5, Section X, General Orders No. 1, Civil Air Patrol, 1942."

b. Reference to letters or indorsements ordinarily will include the following:

- (1) File number, if any
- (2) Office mark, if any
- (3) Source
- (4) Date
- (5) Subject
- (6) Designation or other indication of the addressee.
- (7) Example: "Reference letter CW 9, Headquarters Civil Air Patrol, February 13, 1942, Subject "Uniform and Insignia for Staff Personnel", to all Wing Commanders."

c. Correspondence will always contain a specific reference by paragraph number or other designation to the regulation, order directive, letter or other written matter of similar character, which is applicable to the subject of the correspondence.

13. MODEL LETTER:

(1-inch margin
from top)

Group No. 615 Civil Air Patrol
Glenwood School
Glenwood and Detroit Avenue
Toledo, Ohio

(1-1/4-inch
margin)

6 April 1944 (3/4"
margin)

SUBJECT: Films for Civil Air Patrol Training Program

TO: Commanding Officer, Ohio Wing, Civil Air Patrol,
Wyandotte Building, Room 501, Columbus, Ohio

1. This Headquarters wishes to secure films suitable for use with the course of the training program.

2. It is requested that information relative to availability of such films be furnished.

(Name signed)
JOHN A. SMITH
Major, CAP
Commanding

1st Ind.

HQ. OHIO WING, CAP., Wyandotte Building, Room 501, Columbus, Ohio
10 April 1944.

TO: Commanding Officer, Group No. 516, Ohio Wing, CAP
Glenwood, School, Glenwood and Detroit Avenue, Toledo, Ohio

Training films have been issued to this Headquarters. They are being issued to Groups on a rotating schedule. First films will reach your headquarters on 23 April 1944.

By order of Wing Commander SMITH:

(Name signed)
JAMES W. LIACK
Capt., CAP
Adjutant

1-inch minimum margin
to page number

1/2-inch margin from page number to bottom of page

By direction of Colonel JOHNSON, National Commander

OFFICIAL: William R. Wilkinson (signed)
WILLIAM R. WILKINSON
1st Lieut., Air Corps
Adjutant

SAMUEL C. GIST, JR.
Captain, Air Corps
Training Officer

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